



Republic of Liberia  
**Public Procurement & Concessions Commission**

Executive Mansion Grounds, Capitol Hill, Monrovia, Liberia



Website: [www.ppcc.gov.lr](http://www.ppcc.gov.lr) | Email: [info@ppcc.gov.lr](mailto:info@ppcc.gov.lr) | Phone Short Code: 4357

Ref: PPCC/RL/CEO/1624/'20

November 23, 2020

Hon. Wilson K. Tarpeh

**EXECUTIVE DIRECTOR**

Executive Protection Agency

Republic of Liberia

Dear Hon Tarpeh:

Subject: **PROVISIONAL APPROVAL OF DRAFT PROCUREMENT PLAN FOR FISCAL YEAR 2020/2021**

We present our compliments and wish to acknowledge receipt of your letter which sought the approval of the Commission for the Executive Protection Agency SBA, and Non-SBA Procurement Plan for FY 2020/2021 in accordance with **Section 40 (3)** of the PPC Act. The Commission however wishes to inform you that your plan has been **Provisionally Approved** pending the passage of the national budget.

Please be advised that your Entity can carry out procurement activities based on this provisionally approved draft procurement plan culminating in **framework agreements** for recurrent procurement items. Similarly, you are also advised to carry out procurement activities for non-recurrent procurement items in advance of the passage of the National Budget, but contracts for these packages **MUST** not be signed until the budget is approved by the President and you ascertain the availability of funding. Please ensure to include notifications of this information in the tender documents for both framework agreements and advance procurement. For your guidance, the Commission has produced a short note explaining the processes for framework agreements and advance procurement which you can download at <http://ppcc.gov.lr/vi/index.php/documents>

Upon passage of the FY 2020/2021 National Budget, you are required to submit a revised/updated procurement plan, detailed budget for EPA's allocation in the approved budget, Cash Plan, names and positions of Procurement Committee members for FY 2020/2021 and staff of your Procurement Unit.

Please be reminded to duly submit your contract award information for all procurement contracts awarded in the previous fiscal year (2019/2020), for stated submission will serve as a precursor for the Commission granting you final approval of your procurement plan for fiscal year 2020/2021.

The Public Procurement and Concessions Commission admonishes and deems it a priority that you remain **primarily** in compliance with the PPCA, 2010, as we jointly aspire to achieve transparency, accountability, fairness, equality and ultimately public confidence in our procurement and concessions processes.

Kind regards.

Sincerely Yours

Jarghe Roseline Nagbe Kowo (Any).

**CHIEF EXECUTIVE OFFICER**

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Regulating and Monitoring Compliance with the Public Procurement And Concession Act of  
Liberia

ENVIRONMENTAL PROTECTION AGENCY (EPA)  
PROCUREMENT PLAN (NON-SBA)  
Source of funding (GOL)  
FISCAL YEAR (July 1, 2020 – June 30, 2021)

| 1          | 2        | 3                         | 4                         | 5                  | 6        | 7                    | 8              | 9                             | 10               | 11                             | 12                                   | 13                       | 14                             | 15                                  | 16                         | 17                             | 18   | 19                      | 20   |
|------------|----------|---------------------------|---------------------------|--------------------|----------|----------------------|----------------|-------------------------------|------------------|--------------------------------|--------------------------------------|--------------------------|--------------------------------|-------------------------------------|----------------------------|--------------------------------|--|-------------------------|------|
| BASIC DATA |          |                           |                           |                    |          |                      |                |                               |                  | IMPLEMENTATION DATES           |                                      |                          |                                |                                     |                            |                                |  |                         |      |
|            | Item NO. | Package number (Code)     | Contract Package          | Business Reg. Code | Qty.     | Estimated Cost (USD) | Procure Method | Technical specs./Boo/Drawings | Prepare Bid Doc. | PC Approval Bid Doc/Tech Specs | Bid Invitation & Release of Bid Doc. | Bid Subm. public Opening | Subm. of Bid Evaluation Report | PC Approval – Bid Evaluation Report | Contract Award & Signature | Advance payment (Mobilization) | Delivery Inspection (substantial Completion) | Accept. & Final Payment | Rema |
| Planned    | 1        | IFB NO. EPA/NCB/001/20/21 | Computer supplies,        | C 4741             | 10 Sets  | 17,151.00            | NCB            | 12/3/20                       | 12/4/20          | 12/7/20                        | 12/9/20                              | 12/30/20                 | 1/5/21                         | 1/7/21                              | 1/14/21                    | N/A                            | 1/18/21                                      | 6/30/21                 |      |
| Update     |          |                           |                           |                    |          |                      |                |                               |                  |                                |                                      |                          |                                |                                     |                            |                                |  |                         |      |
| Actual     |          |                           |                           |                    |          |                      |                |                               |                  |                                |                                      |                          |                                |                                     |                            |                                |  |                         |      |
| Planned    | 2        | IFB NO. EPA/NCB/002/20/21 | Stationery                | G 4761             | Assorted | 37,100.00            | NCB            | 12/3/20                       | 12/4/20          | 12/7/20                        | 12/9/20                              | 12/30/20                 | 1/5/21                         | 1/7/21                              | 1/14/21                    | N/A                            | 1/18/21                                      | 6/30/21                 |      |
| Update     |          |                           |                           |                    |          |                      |                |                               |                  |                                |                                      |                          |                                |                                     |                            |                                |  |                         |      |
| Actual     |          |                           |                           |                    |          |                      |                |                               |                  |                                |                                      |                          |                                |                                     |                            |                                |  |                         |      |
| Plan       | 3        | IFB NO. EPA/NCB/003/20/21 | Internet Service Provider | J-6120             | 1Firm    | 24,540.00            | RB             | 12/3/20                       | 12/4/20          | 12/7/20                        | 12/9/20                              | 12/30/20                 | 1/5/21                         | 1/7/21                              | 1/14/21                    | N/A                            | 1/18/21                                      | 6/30/21                 |      |
| Up-date    |          |                           |                           |                    |          |                      |                |                               |                  |                                |                                      |                          |                                |                                     |                            |                                |  |                         |      |
| Actual     |          |                           |                           |                    |          |                      |                |                               |                  |                                |                                      |                          |                                |                                     |                            |                                |  |                         |      |
|            |          | Sub Total                 |                           |                    |          | 78,791.00            |                |                               |                  |                                |                                      |                          |                                |                                     |                            |                                |  |                         |      |

Submitted By: Rebecca E. Doo  
Head of Procurement

Date: 11-18-20

Approved: Prof. Wilson K. Farpeh  
Executive Director/ Chairman Procurement Committee



ENVIRONMENTAL PROTECTION AGENCY (EPA)  
PROCUREMENT PLAN (NON-SBA)  
Source of funding (GOL)  
FISCAL YEAR (July 1, 2020 – June 30, 2021)

| 1       | 2        | 3                         | 4                                | 5                    | 6     | 7                    | 8              | 9                             | 10               | 11                             | 12                                   | 13                       | 14                             | 15                                  | 16                         | 17                             | 18   | 19                      | 20   |
|---------|----------|---------------------------|----------------------------------|----------------------|-------|----------------------|----------------|-------------------------------|------------------|--------------------------------|--------------------------------------|--------------------------|--------------------------------|-------------------------------------|----------------------------|--------------------------------|--|-------------------------|------|
|         |          | BASIC DATA                |                                  |                      |       |                      |                |                               |                  |                                |                                      | IMPLEMENTATION DATES     |                                |                                     |                            |                                |  |                         |      |
|         | Item NO. | Package number (Code)     | Contract Package                 | Business Reg. Coding | Qty.  | Estimated Cost (USD) | Procure Method | Technical specs./Boo/Drawings | Prepare Bid Doc. | PC Approval Bid Doc/Tech Specs | Bid Invitation & Release of Bid Doc. | Bid Subm. public Opening | Subm. of Bid Evaluation Report | PC Approval – Bid Evaluation Report | Contract Award & Signature | Advance payment (Mobilization) | Delivery Inspection (substantial Completion) | Accept. & Final Payment | Remi |
| Planned | 4        | IFB NO. EPA/RFO/004/20/21 | Configuration/Alt-condition      | C-4659               | 1Firm | 5,700.00             | RFO            | 12/4/20                       | 12/7/20          | 12/9/20                        | 12/10/20                             | 12/17/20                 | 12/21/20                       | 12/22/20                            | 12/23/20                   | N/A                            | 12/28/20                                     | 6/29/21                 |      |
| Update  |          |                           |                                  |                      |       |                      |                |                               |                  |                                |                                      |                          |                                |                                     |                            |                                |  |                         |      |
| Actual  |          |                           |                                  |                      |       |                      |                |                               |                  |                                |                                      |                          |                                |                                     |                            |                                |  |                         |      |
| Planned | 5        | IFB NO. EPA/RFO/005/20/21 | Scientific & Technical equipment | G 4669               | 1Firm | 10,000.00            | RFO            | 12/4/20                       | 12/7/20          | 12/9/20                        | 12/10/20                             | 12/17/20                 | 12/21/20                       | 12/22/20                            | 12/23/20                   | N/A                            | 12/28/20                                     | 6/29/21                 |      |
| Update  |          |                           |                                  |                      |       |                      |                |                               |                  |                                |                                      |                          |                                |                                     |                            |                                |  |                         |      |
| Actual  |          |                           |                                  |                      |       |                      |                |                               |                  |                                |                                      |                          |                                |                                     |                            |                                |  |                         |      |
| Plan    | 6        | IFB NO. EPA/RFO/006/20/21 | satcom subscription              |                      | 1Firm | 720.00               | RFO            | 12/4/20                       | 12/7/20          | 12/9/20                        | 12/10/20                             | 12/17/20                 | 12/21/20                       | 12/22/20                            | 12/23/20                   | N/A                            | 12/28/20                                     | 6/29/21                 |      |
| Up-date |          |                           |                                  |                      |       |                      |                |                               |                  |                                |                                      |                          |                                |                                     |                            |                                |  |                         |      |
| Actual  |          |                           |                                  |                      |       |                      |                |                               |                  |                                |                                      |                          |                                |                                     |                            |                                |  |                         |      |
|         |          | Sub Total                 |                                  |                      |       | 16,420.00            |                |                               |                  |                                |                                      |                          |                                |                                     |                            |                                |  |                         |      |

Submitted By: Rebecca E. Doo  
Head of Procurement

Date: 11-18-20

Approved: Prof. Wilson K. Nampah  
Executive Director/ Chairman Procurement Committee



6/29/21  
NOV 13/21



Source of funding (GOL)  
FISCAL YEAR (July 1, 2020 – June 30, 2021)[illegible]

ENVIRONMENTAL PROTECTION AGENCY (EPA)  
PROCUREMENT PLAN (NON-SBA)  
Source of funding (GOL)  
FISCAL YEAR (July 1, 2020 – June 30, 2021)

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| BASIC DATA |          |                           |                  |                    |        |                      |                |                               |                  | IMPLEMENTATION DATES           |                                      |                          |                                |                                     |                            |                                |  |                         |      |
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| Planned    | 11       | IFB NO. EPA/RFQ/007/20/21 | Scratch Card     | J-6190             | 2Firms | 3,120.00             | RFQ            | 12/4/20                       | 12/7/20          | 12/9/20                        | 12/10/20                             | 12/17/20                 | 12/21/20                       | 12/22/20                            | 12/23/20                   | N/A                            | 12/28/20                                     | 6/29/21                 |      |
| Update     |          |                           |                  |                    |        |                      |                |                               |                  |                                |                                      |                          |                                |                                     |                            |                                |  |                         |      |
| Actual     |          |                           |                  |                    |        |                      |                |                               |                  |                                |                                      |                          |                                |                                     |                            |                                |  |                         |      |
|            |          | Grand Total               |                  |                    |        | 164,131.00           |                |                               |                  |                                |                                      |                          |                                |                                     |                            |                                |  |                         |      |

Submitted By: Rebecca E. Doo  
Head of Procurement

Date: 11-18-20

Approved: Prof. Wilson Kintarpeh  
Executive Director/ Chairman Procurement Committee





## Fiscal Year: 2020/2021

This contract package is for the purchase of supplies, parts and cables for computer of the EPA. This contract package is intended to purchase stationery supply for the various departments and units of EPA. The following will be purchase:

A. A4 paper-----30 ctn  
B. HP 61-----15 set  
C. HP 63-----15 set  
D. Cartridge 85A-----10 pcs  
E. Cartridge 737-----10 pcs  
F. Legal paper-----5 ctn  
G. Folder A4 size-----5 ctn  
H. Canon 440/441-----10 set  
I. Canon 445/446-----10 set  
J. Cartridge 728-----10 pcs

There is a contractual agreement that is in force between the LIBTELCO and the Environmental Protection Agency (EPA). The contract is an extension; the contract value is Ten Thousand Dollars (\$10,000.00), for the fiscal year 2020/2021.

*Magdalen*  
Nov/23/2020

Submitted by: 18/000